

NUMBER: 09-50

SUBJECT:
Security Liaison, LES-8

DATE: 12-22-2009

TO: All Interested Candidates

FROM: Human Resources Office

OPENING DATE: December 23, 2009

CLOSING DATE: January 6, 2010

WORK HOURS: Full time; 40 hours/week

BASIC SALARY: 24,086 U.S. dollars per year for a full time LES-8.

POSITION: The U.S. Embassy is seeking an individual to fill the position of **Security Liaison**.
The location of work will be in the Regional Security Office at the U.S.
Embassy in Baghdad.

BASIC FUNCTION OF THE POSITION:

The Security Liaison is an embassy liaison with the Government of Iraq (GOI) police and security forces. The Security Liaison will work at the direction of the Senior Security Liaison or Regional Security Officer (RSO) on issues concerning GOI internal security matters, to include host country laws, threat information and security support. Employee will serve at the direction of the Senior Security Liaison and will advise the RSO office on matters concerning GOI internal security, to include host country laws, threat information and security support. Drafts correspondence such as Diplomatic notes and provides translations during interviews and negotiations. Performs investigative and case management duties related to RSO investigations. Coordinates with senior levels of the Ministry of Interior during protective details, special investigations and embassy special events.

QUALIFICATIONS REQUIRED: Each applicant must address each selection criterion detailed below specifically and comprehensively, in addition to submitting a CV/résumé or an application for employment.

1. **Education:** University studies or specialized training in investigations and paramilitary activities from a police academy or military school.
2. **Prior Work Experience:** A minimum of two years of investigative background/experience is required.
3. **Language Proficiency:** Level III (good working knowledge) of English both written and spoken. Level IV (fluent Arabic).

(Candidates will be tested on their language and computer skills).

4. **Knowledge:** A comprehensive knowledge of investigative techniques and legal procedures as they apply to the Government of Iraq (GOI). A thorough knowledge of all Iraqi Law enforcement agencies and organization, capabilities and duties as well as the personnel employed therein. A good working knowledge of documentary sources of information and familiarity with pertinent local laws such as marriage, divorce, adoption etc., required. A basic understanding of the different sects within Iraq and their current and historical connotations.
5. **Abilities and Skills:** Drafting and investigative reporting skills, with the ability to set forth the facts clearly and accurately. Ability to exercise initiative, sound judgment and resourcefulness in the conduct of all duties of the position. Ability to treat privileged and sensitive information with absolute integrity. Ability to use Microsoft Office. A high degree of analytical ability. Excellent organization skills with the ability to prioritize your own workload and that of others. Ability to work under pressure to meet deadlines. Must be able to maintain extensive contacts with officials of various Department of State Bureaus and agencies under Chief of Mission. Must be able to deal effectively with others and to obtain their cooperation. Must be able to distinguish between relevant and irrelevant information and to report facts accurately in a logical, concise and objective manner.

SELECTION PROCESS: When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/ conflict of interest, budget and visa status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- Must be able to obtain and hold a security clearance certification.
- Under PSA-Plus guidelines, non-host country citizens (American and foreign nationals) must have a host country visa status, which will permit them to obtain work.

TO APPLY:

Interested applicants may apply for this position by filling out the U.S. Embassy Baghdad Employment application available at the following link: http://iraq.usembassy.gov/media/pdfs-job-opportunities/application_for_employment1.pdf and emailing it to BaghdadHR@state.gov. Please state in the subject field of the email the position applied for is **Security Liaison 09-50**.

A current resume or curriculum vitae (CV) that provides the same information will also be accepted, please do not attach photograph, copies of educational/experience certificates or any other documents when applying for this position unless requested.

- Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

***Approved: HRO/KDM
Cleared: RSO/DAE
Drafted: HRA/AS***